

Kansas City Composite Squadron Position Policies

DIRECTOR OF PERSONNEL (DP) (P200)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Squadron Commander.

Manages and administers the CAP personnel program and associated administrative procedures to include:

- Review and comply with all National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
- Insure the unit is properly designated and manned in accordance with CAPR 20-3 para 5c
- Submit needed changes on a CAPF 27 (CAPR 20-3 para 3a)
- Create receipts for uniform payments (BASIC UNIFORM or OFFICER UNIFORM)
- i) Create Membership records and accept applications
 - (1) New cadet
 - Cadet must complete a CAPF 15 along with parent signatures
 - (2) If any item under health questions is treated by a prescription, a physician signature is required and an additional copy of the CAPF 15 is provided to the Medical Officer
 - (3) Two checks with notation of new members name in the check MEMOs, are submitted as follows:
 - (a) \$96 payable to: KCCS (\$60 Application Fee, \$36 Squadron Dues)
 - (b) \$31 payable to: CAP (National Dues)
 - (4) Completed cadet form is submitted to the Personnel Officer along with payments

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- (a) Personnel officer will issue the cadet or parent a receipt for each check.
 - (i) The receipt for KCCS will include in the FOR line – SQUADRON DUES for BASIC UNIFORM
 - (ii) Personnel Officer will update:
 - 1. the Members.xls
 - a. Address List and adding an email id: firstname.lastname@ks034.us
 - b. Link Address List to KSWG-48 hours report
 - 2. Update On-Line Cadet & Parent Mail lists with new ID's
 - 3. Update On-Line Forwarding or mailbox addresses w/last 4 digits of SSN for Password
 - 4. Update Calendar database with firstname.lastname & last 4 digits of SSN for Password
 - 5. Update Photo database with firstname.lastname & last 4 digits of SSN for Password
 - 6. SIMS database after CAPWATCH DOWNLOAD
 - (iii) The KCCS check will be forwarded to the Finance Officer
 - (5) The Application will be sent to the Commander or designee for signature and returned to Personnel Officer
 - (6) Personnel Officer will make a copy for the members file & mail application and check to National
- ii) Senior must complete a CAPF 12 along with a FBI Fingerprint Card.

Two checks with notation of new members name in the MEMO, are submitted as follows:

 - (a) \$36 payable to: KCCS
 - (b) Optionally: Additional \$60 Application Fee to KCCS for OFFICER UNIFORMS if available
 - (c) \$69 payable to CAP (National Dues 1st Year)
- (1) Completed form is submitted to the Personnel Officer along with payments
 - (a) Personnel officer will issue a receipt for each check.
 - (i) The receipt for KCCS will include in the FOR line – SQUADRON DUES
 - (ii) The receipt for CAP will include in the FOR line – NATIONAL DUES
 - (iii) The optional receipt for KCCS will include in the FOR line – OFFICER UNIFORM
 - (iv) Personnel Officer will update:
 - 1. the Members.xls
 - a. Address List and adding an email id: firstname.lastname@ks034.us
 - b. Link Address List to KSWG-48 hours report
 - 2. Update On-Line Officer Mail lists with new ID's
 - 3. Update On-Line Forwarding or mailbox addresses w/last 4 digits of SSN for Password
 - 4. Update Calendar with firstname.lastname & last 4 digits of SSN for Password
 - 5. Update Photo database with firstname.lastname & last 4 digits of SSN for Password
 - 6. SIMS database after CAPWATCH DOWNLOAD
 - (v) The KCCS check will be copies and forwarded to the Finance Officer

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- (vi) The Application, Fingerprint Card and CAP check will be copied and sent to the Commander or his/her designee for Signature & mailing to National HQ
- (2) The Optional Receipt for a Senior Member desiring a uniform submits the receipt from the Personnel Officer to the Supply Officer, who will document all ordered/delivered items on a form stating SENIOR UNIFORM, for issuance of the following only after Senior Member has been issued a CAPID:
 - Copy all applications, check and fingerprint cards into the on-line server, in SIMS and and permanent paper records
 - Organizational actions (charters, deactivations, etc.)
 - Create and maintain a current Organizational Chart CAPR 20-1 para 3b
 - Enter appointments into eServices and SIMS
 - Create a CAPF 2A for the positions of Supply, Communications, and Safety for Wing by 6 Jan or whenever a member is newly assigned to one of these positions
 - Enter promotions and demotions into eServices and SIMS CAPR 39-2 & CAPR 20-1 pg 38
 - Enter awards and decorations into eServices and SIMS CAPR 20-1 pg 38
 - Ensure member are given a duty assignment and entered into eServices and SIMS CAPR 35-1 Sec A
 - Initiate incoming transfers into eServices and SIMS CAPM 39-2 para 1-11
 - Enter retirements into eServices and SIMS CAPM 39-2
 - Send membership terminations/non-renewals (CAPF 2A/B) to National
 - Progress towards the Master skill rating CAPP 200
 - Review and comply with all National, Wing and Squadron Policies
 - Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
 - The personnel officer at all levels should be familiar with the Constitution and Bylaws, CAPP 200 and CAP directives in the 20, 35, and 39 series
 - Assistant Administrative Officers must comply with all above regulations and policies